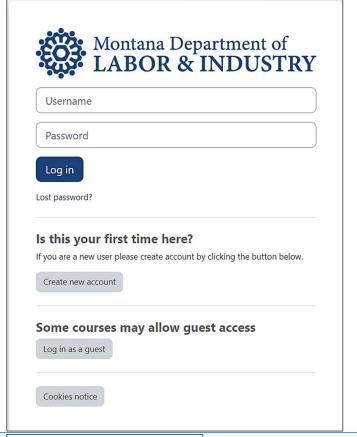
## **ACCESSING RE-EMPLOYMENT CENTRAL**

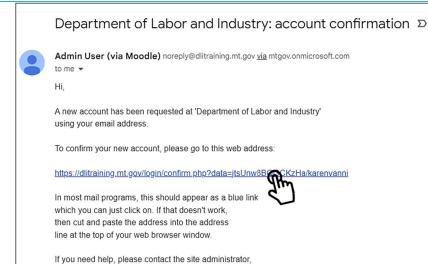
- 1. Go to dlitraining.mt.gov
- 2. Click the gray Create new account button



- 3. Complete the form by entering the information requested
- 4. Check the box and complete the Captcha
- 5. Click Create my new account button



6. Check your email and click the link to complete the registration



- 7. Click continue to go to the course home page, or log in at
- Click to enter the Re-Employment Central course (you may need to scroll to find the course

dlitraining.mt.gov



Teacher: Shellie DeLeo Teacher: Bonnie Haun Teacher: Heidi Lutz Teacher: Caitlin O'Neill Teacher: Patti Patterson Teacher: Shelly Waterfield

- 9. Enter the Enrollment key in the space provided RESEA
- 10. Click the Enroll me button to enroll in the course

## Re-Employment Central Enrollment options

Re-Employment Central 🗣

Teacher: Shellie DeLeo Teacher: Bonnie Haun Teacher: Heidi Lutz

Teacher: Heidi Lutz
Teacher: Caitlin O'Neill
Teacher: Patti Patterson
Teacher: Shelly Waterfield

Re-employment resources for job seekers.

## **▼** Enhanced Services

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Enrollment key: RESEA

- 11. Read the welcome message and complete the necessary requirements
- 12. Click the hyperlinks to enter the activity
- 13. Once an activity is completed the circle next to it will be filled and it will show completed.

Resume Checklist (Click Here)	
Which Topics Interest You M	FILE Resume Checklist (Click Here)
Course Evaluation	
Re-Employment Topics	Click to view this resume checklist. You will be prompted to downloa the pdf document and can then use it as you like. Feel free to print it share it, copy it, and store it for use again and again.
Applicant Tracking Systems	Look over your resume to make sure it checks all the boxes.
Career Planning	You must click to open this document to get credit for completing this required activity.
Job Search	
Resumes	
Cover Letters	PAGE Which Topics Interest You Most (Click Here)
Interviewing	Choose at least two topics to learn about.
Domoto Work Information	Choose at least two topics to learn about.